

Aurora's Research Compliance Mandatory Training Quick Reference for Learners

Accessing WebInservice® from Your Facility

WebInservice is the professional web-based training organization that Aurora has engaged to assist with the delivery of the mandatory research compliance-training program.

NOTE: Please keep in mind that the training lessons assigned to you must be completed no later than July 23, 2004. This completion date cannot be modified, and no exceptions can be made.

Since WebInservice is an Internet-based application, getting there is as simple as getting to any page on the Internet. Once you have accessed the page for the first time it would be good to create an Intranet/Internet Bookmark or a Desktop shortcut to access WebInservice® quicker in the future. The following directions assume the use of Internet Explorer. These instructions will cover:

- [Getting started on WebInservice](#)
- [Changing your password](#)
- [Beginning your training](#)
- [Taking the lesson test](#)

Getting Started on WebInservice®

Accessing WebInservice is easy. Just follow the simple instructions below.

1. Double click the Internet Explorer icon on the Windows Desktop
2. Type <http://www.educode.com/Aurora>
or http://edu.aurorahealthcare.org/compliance_research on the Internet Explorer address line

Note: If you access WebInservice via the research compliance web-site (http://edu.aurorahealthcare.org/compliance_research) you will need to scroll to “IV. Mandatory Web-Based Training Lessons” and access the WebInservice portal there.

3. Press <ENTER>
4. Enter your *Learner ID*

For all Aurora employees your *Learner ID* is your employee identification number. The same number that you today use to access iConnect (formerly known as the ePortal.)

For all non-employees, your *Learner ID* is your first and last name without any punctuation, spaces or capitalization. For example, if your name is Cynthia Johnson (but you go by Cindy), your *Learner ID* will be cynthiajohnson. If your name is Dr. Jarred T. Williams Jr., your Learner ID will be jarredwilliams. No titles, punctuation, middle initials, etc.

5. Enter your password
The default password is *hello*.
6. Click the **Log In** button

You will be prompted to accept the copyright and security violation policies of the website. If you agree:

1. Click and check the agree box
2. Click the “Send My Response” button

Changing Your Password

Once you are logged in you will be taken to the WebInservice® Home Page. Upon first entering the system, you should change your password using the following instructions:

1. Click “Edit Profile” at the top of your screen
2. Enter new password
3. Enter password again in “**Verify New Password**” field
4. For anyone who is a non-Aurora employee, we ask that you please enter an e-mail address. Communication will be greatly enhanced and simplified with your email address. (Aurora employed participants do not need to enter email as that information is already available.)
5. Again, for anyone who is a non-Aurora employee, we ask that you please enter a phone number. (Aurora employed participants do not need to enter a phone number as that information is already available.)
6. Uncheck the box next to “Check this box to use the WebInservice Control Center” to turn off the Control Center on the right side of your screen. This will allow you to have more room on your screen.
7. Click **Save My Profile**

Beginning your Training

Your administrator has assigned you lessons specific to your role in research. You will be able to see the first few lessons from your Learning Home Page. Please take the lessons in the order presented on your desktop. To begin a lesson:

1. Click on the lesson title
2. Select **Next Page** or **Previous Page** to navigate through the lesson

To see all the lessons you’ve been assigned select **Online Learning**⇒**Lesson Plan** from the Main Menu.

Taking the Lesson Test

Now that you've read through the lesson, you are ready to take the test. You can access the test for a lesson from a number of areas in the system:

- Click the test link from the Learning Home Page
- Click the test link from your Lesson Plan
- Click **Take Test** from inside any lesson that has an associated test

To complete the test:

1. Click on the appropriate answer for each question
2. When finished with the last question click the **Complete the Test** button
Your test score and test results summary will display. Incorrect answers are indicated with a red "x."
3. Click the **My Personal Page** button to return to your Learning Home Page.

At this point you can choose to:

- Click **Lesson Plan** to select another lesson
- Repeat the lesson
- Click **Test** to retake the Test
- Exit WebInservice

- All tests must be completed with 100% accuracy before the lesson is considered complete.
- A test may be taken over as many times as needed.
- Lessons do not need to be completed in one session but all must be complete by 7/23/04.

If you have any difficulties:

If you have any difficulties as you log-in, or accessing your lessons, please contact Aurora's Help Desk at: 414-647-3520 or 1-800-889-9677 if you are outside the 414 area code. Please advise the Help Desk Analyst that you are completing a WebInservice Research Compliance Training Module and are having difficulties. Aurora's Help Desk will assist you directly, or get back to you with an answer.